

*Reports - 1*  
*Jan - June 1958*

Chief, Management Staff

26 June 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 25 June 1958

1. Contributions

a. Rangeable

25X1X8

- (1) Completed the records management audit, [redacted] Secretary/OP, with the following results: Revised the Records Control Schedule; retired 16 cu. ft. of inactive records and destroyed 25 cu. ft.; released three safe cabinets with a replacement value of \$1,234; provided additional needed floor space; converted five separate files to the subject-matter system; replaced space consuming pressboard folders with standard 11 point kraft ones; and adjusted stock levels of finished publications at the Records Center to reduce stock kept in current office space of the Secretariat.
- (2) Received 694 cu. ft. of inactive records at the Records Center from eight offices. This volume was considerably higher than the weekly average of 138 cu. ft. since 1 January. Of the total received, 496 cu. ft. came from OCS and DD/P. Disposed of 102 cu. ft. of records at the Center. The weekly average disposition rate is 213 cu. ft.
- (3) Approved and designed seven new and six revised forms. This exceeds the weekly average by three forms.

b. Intangible

- (1) Recommended disapproval of Employee Suggestion 58-522 on the grounds that the proposed coded 8" x 7" cable form would complicate cable handling and fail to save file space.

2. Assignments - Active

- a. Forms in Process - Twelve new and 25 revised items are under review. Twelve of these are for the annual printing of the [redacted] questionnaires, for which delivery has been requested by 25 July.

FOIAb3b1

b. Forms Management Survey, Printing Services Division.

25X1C4a

d. Audit of OTR Schedule.

e. Subject-Matter File Installations.

25X1A8a

(1) OSI - Screening of material for destruction is continuing in [REDACTED]

(2) Personnel Procurement Division, CP.

25X1A13c

f. [REDACTED]

g. Shelf File Installations

(1) Medical Staff - Shelving has been installed and the files converted, Medical Staff is well pleased with the equipment. The conversion returned to stock 40 5-drawer cabinets, increased filing capacity by 30%, and reduced floor space requirements by 27%.

(2) Acquisitions Branch Library/OCR.

(3) Map Library Division/ OCR.

(4) CP Official Personnel and Applicant Files.

25X1A5a1

h. Document Division Sorting Unit.

i. Legislative Counsel Record System for Congressional Contacts.

3. Assignments - Inactive

a. Revision of Travel Order Form.

b. Budget Office/OC Files System Survey.

c. Machine Records Division Files Survey.

25X1A6d

1. [REDACTED]  
a. [REDACTED]

25X1A9a

- b. Mr. [REDACTED] has been asked to review and comment on three handbooks on Forms Management being developed by National Archives and Records Service, GSA.

[REDACTED] 25X1A9a